

TORQ Analysis of First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand to Storage and Distribution Managers

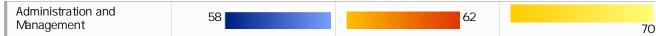
				INPUT	SEC	TION	J:					
Transfer	Title			O* NET		Filters						
From Title:	First-Line Supervisors/Managers of om Title: Helpers, Laborers, and Material Movers, Hand			53-10	21.00	Abilities:		oortance eL: 50	W 1	eight:		
To Title:	Storag	e and [Distribut	ion Managers		11-30	71.02	Skills:		oortance eL: 69	W 1	eight:
Labor Market Area:	_abor Varket Maine Statewide						Knowledge:		oortance el: 69	W 1	eight:	
	OUTPUT SECTION:											
Grand TORQ:								9	0			
Ability TORQ				Skills TORQ		Knowledge TORQ						
Level 94		94	Level			87	Level				89	
Gaps To N	Narrow i	f Possil	ble	Upgrade These Skills			Knowledge to Add					
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	9	Level	Gap	Impt
Speech Recognition	51	5	75	Reading Comprehension		5	80	Customer and Persor Service	nal	71	10	81
Near Vision Category Flexibility	53 51	5	65 59	Speaking Active Listening	63 59	5 1	78 75	English Language		57	4	74
Written Comprehension	55	4	62	2.0.09		L		Administra and		62	4	70
Speech Clarity	51	3	75					Manageme	nt			
Oral Comprehension	57	2	75									
Oral Expression	57	2	75									
Fluency of Ideas	46	2	53	as Target Storage								

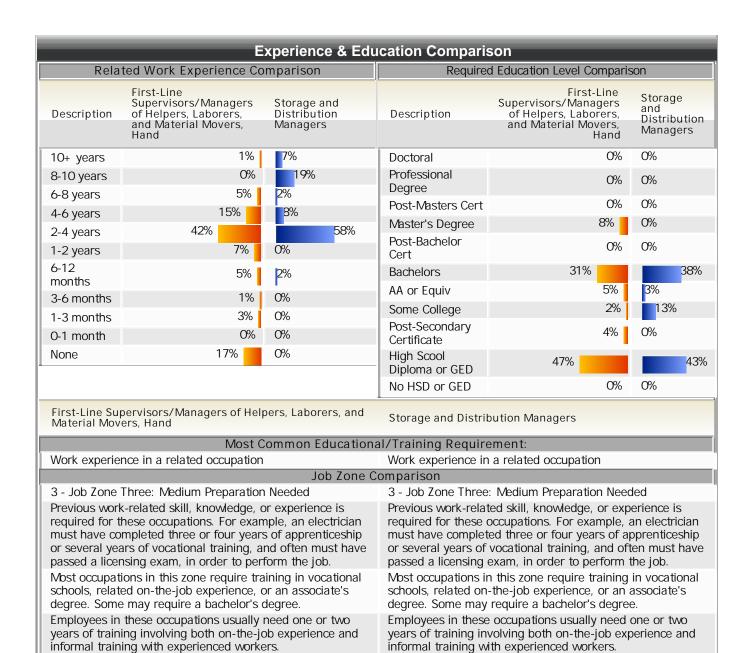
LEVEL and IMPT (IMPORTANCE) refer to the Target Storage and Distribution Managers. GAP refers to level difference between First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand and Storage and Distribution Managers.

ASK ANALYSIS					
Ability Level Comparison - Abilities with importance scores over 50					
Description	First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand	Storage and Distribution Managers	Importance		
Oral Comprehension	55	57	75		









Tasks

First-Line Supervisors/Managers of Helpers
Laborers, and Material Movers, Hand

Core Tasks

Generalized Work Activities:

- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Making Decisions and Solving Problems -Analyzing information and evaluating results to choose the best solution and

Storage and Distribution Managers

Core Tasks

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- Getting Information Observing, receiving, and otherwise obtaining information from all relevant sources.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Developing and Building Teams -Encouraging and building mutual trust, respect, and cooperation among team members.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Identifying Objects, Actions, and Events -Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Specific Tasks

Occupation Specific Tasks:

- Assess training needs of staff; then arrange for or provide appropriate instruction.
- Check specifications of materials loaded or unloaded against information contained in work orders.
- Collaborate with workers and managers to solve work-related problems.
- Conduct staff meetings to relay general information or to address specific topics such as safety.
- Counsel employees in work-related activities, personal growth, and career development.
- Estimate material, time, and staffing requirements for a given project, based on work orders, job specifications, and experience.
- Evaluate employee performance, and prepare performance appraisals.
- Examine freight to determine loading sequences.
- Inform designated employees or departments of items loaded, and problems encountered.
- Inspect equipment for wear and for conformance to specifications.
- Inspect job sites to determine the extent of maintenance or repairs needed.
- Inventory supplies, and requisition or purchase additional items as necessary.
- Participate in the hiring process by reviewing credentials, conducting interviews, and/or making hiring decisions or recommendations.
- Perform the same work duties as those whom they supervise, and/or perform more difficult or skilled tasks or assist in

- Getting Information Observing, receiving, and otherwise obtaining information from all relevant sources.
- Interacting With Computers Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

Specific Tasks

Occupation Specific Tasks:

- Advise sales and billing departments of transportation charges for customers' accounts.
- Arrange for necessary shipping documentation, and contact customs officials to effect release of shipments.
- Arrange for storage facilities when required.
- Confer with department heads to coordinate warehouse activities, such as production, sales, records control, and purchasing.
- Develop and document standard and emergency operating procedures for receiving, handling, storing, shipping, or salvaging products or materials.
- Develop and implement plans for facility modification or expansion, such as equipment purchase or changes in space allocation or structural design.
- Evaluate freight costs and the inventory costs associated with transit times to ensure that costs are appropriate.
- Evaluate locations for new warehouses and distribution networks to determine their potential usefulness.
- Examine invoices and shipping manifests for conformity to tariff and customs regulations.
- Examine products or materials to estimate quantities or weight and type of container required for storage or transport.
- Inspect physical conditions of warehouses, vehicle fleets and equipment, and order testing, maintenance, repair, or replacement as necessary.
- Interview, select, and train warehouse and supervisory personnel.
- Issue shipping instructions and provide routing information to ensure that delivery times and locations are coordinated.
- Negotiate with carriers, warehouse operators and insurance company representatives for services and preferential rates.



- their performance.
- Plan work schedules and assign duties to maintain adequate staffing levels, to ensure that activities are performed effectively, and to respond to fluctuating workloads.
- Prepare and maintain work records and reports that include information such as employee time and wages, daily receipts, and inspection results.
- Provide assistance in balancing books, tracking, monitoring, and projecting a unit's budget needs, and in developing unit policies and procedures.
- Quote prices to customers.
- Recommend or initiate personnel actions such as promotions, transfers, and disciplinary measures.
- Resolve personnel problems, complaints, and formal grievances when possible, or refer them to higher-level supervisors for resolution.
- Review work throughout the work process and at completion, in order to ensure that it has been performed properly.
- Schedule times of shipment and modes of transportation for materials.
- Transmit and explain work orders to laborers.

Detailed Tasks

Detailed Work Activities:

- assign work to staff or employees
- communicate technical information
- conduct or attend staff meetings
- · conduct training for personnel
- demonstrate or explain assembly or use of equipment
- determine loaded cargo complies with regulations or specifications
- direct and coordinate activities of workers or staff
- establish employee performance standards
- inspect machinery or equipment to determine adjustments or repairs needed
- inspect material moving equipment
- inventory stock to ensure adequate supplies
- maintain file of job openings
- maintain inventory of office equipment or furniture
- maintain job descriptions
- maintain production or work records
- maintain records, reports, or files
- modify work procedures or processes to meet deadlines
- monitor worker performance
- orient new employees

- Participate in setting transportation and service rates.
- Plan, develop, and implement warehouse safety and security programs and activities.
- Prepare and manage departmental budgets.
- Prepare or direct preparation of correspondence, reports, and operations, maintenance, and safety manuals.
- Respond to customers' or shippers' questions and complaints regarding storage and distribution services.
- Review invoices, work orders, consumption reports, and demand forecasts to estimate peak delivery periods and to issue work assignments.
- Schedule and monitor air or surface pickup, delivery, or distribution of products or materials.
- Supervise the activities of workers engaged in receiving, storing, testing, and shipping products or materials.
- Track and trace goods while they are en route to their destinations, expediting orders when necessary.

Detailed Tasks

Detailed Work Activities:

- adhere to safety procedures
- analyze operational or management reports or records
- analyze organizational operating practices or procedures
- answer customer or public inquiries
- · arrange delivery schedules
- assign work to staff or employees
- call on customers to solicit new business
- communicate technical information
- · conduct or attend staff meetings
- confer with other departmental heads to coordinate activities
- develop maintenance schedules
- develop policies, procedures, methods, or standards
- develop safety regulations
- direct and coordinate activities of workers or staff
- ensure compliance with government regulations
- evaluate information from employment interviews
- evaluate performance of employees or contract personnel
- examine documents for completeness, accuracy, or conformance to standards
- hire, discharge, transfer, or promote workers



- oversee work progress to verify safety or conformance to standards
- prepare or maintain employee records
- prepare reports
- read blueprints
- read technical drawings
- requisition stock, materials, supplies or equipment
- resolve customer or public complaints
- review schedules to obtain cargo loading information
- schedule activities, classes, or events
- schedule employee work hours
- understand second language
- understand technical operating, service or repair manuals
- use oral or written communication techniques
- verify cargo against shipping papers

Technology - Examples

Electronic mail software

• Microsoft Outlook

Enterprise resource planning ERP software

Sage Accpac ERP

Human resources software

• Employee scheduling software

Inventory management software

- Inventory control software
- Warehouse management software

Office suite software

Microsoft Office

Spreadsheet software

Microsoft Excel

Time accounting software

• Time and attendance software

Word processing software

• Microsoft Word

Tools - Examples

- Barcode scanners
- Tape guns
- Desktop computers
- Dollies
- Forklifts

- inspect products or systems for regulatory compliance
- inspect property to determine damages
- interview job applicants
- investigate customer complaints
- maintain safe work environment
- measure, weigh, or count products or materials
- monitor facilities or equipment
- negotiate business contracts
- orient new employees
- oversee execution of organizational or program policies
- prepare reports
- provide customer service
- purchase property management or maintenance equipment or supplies
- resolve customer or public complaints
- schedule air or surface pickup, delivery, or distribution of product
- schedule facility or property maintenance
- schedule work to meet deadlines
- use conflict resolution techniques
- use negotiation techniques
- use oral or written communication techniques
- use weighing or measuring devices in transportation
- write administrative procedures services manual
- write business correspondence

Technology - Examples

Analytical or scientific software

- Integrated Decision Support Netwise Enterprise
- Integrated Decision Support Netwise Frontline
- QUALCOMM QTRACS
- QUALCOMM ViaWeb

Compliance software

Scanlon Associates LogPak

Data base user interface and query software

Microsoft Access

Electronic mail software

• Microsoft Outlook

Enterprise resource planning ERP software

• Enterprise resource planning ERP software

Graphics or photo imaging software

Graphics software

Inventory management coftware



First-Line Supervisors/Managers of Helpers, Laborers, and Ma
• Glue guns
Claw hammers
• Handtrucks
Power hoists
Hydraulic jacks
Hoisting hooks
Personal computers
Hand planes
• Power saws
• Hand saws
Scaffolding
Material-hoisting slings
• Utility knives
Hydraulic winches
Overhead cranes
Banding machines

HIVEHLO	У	manayement	SULLWALE

- Aljex Inventory
- DSA Foxware Warehouse Management
- International Business Systems software
- Logility Voyager WarehousePRO
- MRA Technologies MRATrack Warehouse Management System
- Sentai Pinpoint

Label making software

• ABOL Manifest Systems

Materials requirements planning logistics and supply chain software

- Cadre Technologies Cadence Warehouse Management System
- Catalyst International CatalystConnect
- IBM i2 Transportation Manager
- Integrated Decision Support Corporation Netwise Supply Chain
- Integrated Decision Support Corporation Swap Advice
- IntelliTrack Warehouse Management System
- Radio Beacon WMS
- RedPrairie DLx Warehouse
- SSA Global Warehouse Management System WMS
- Supply chain event management software
- TECSYS EliteSeries
- TECSYS PointForce Enterprise

Office suite software

• Microsoft Office

Presentation software

Microsoft PowerPoint

Project management software

- HighJump Software Warehouse Advantage
- Infosite Technologies DM Warehousing
- Sentai WarehouseTrac

Spreadsheet software

Spreadsheet software

Time accounting software



• WorkForce Software EmpCenter Time and Attendance

Word processing software

• Word processing software

Tools - Examples

- Barcoding labels
- Barcoding scanners
- Desktop computers
- Digital cameras
- Forklifts
- Wireless communication and satellite positioning tools
- Cell phones
- Laptop computers
- Personal computers
- Personal digital assistants PDA
- Radio frequency handheld terminals
- Radio frequency identification RFID devices
- Global positioning systems GPS

Labor Market Comparison				
Description	First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand	Storage and Distribution Managers	Difference	
Median Wage	\$ 34,540	\$ 62,270	\$ 27,730	
10th Percentile Wage	\$ 20,140	\$ 40,840	\$ 20,700	
25th Percentile Wage	N/A	N/A	N/A	
75th Percentile Wage	\$ 43,730	\$ 82,310	\$ 38,580	
90th Percentile Wage	\$ 52,080	\$102,600	\$ 50,520	
Mean Wage	\$ 35, 450	\$ 68,620	\$ 33,170	
Total Employment - 2007	1,160	710	-450	
Employment Base - 2006	1,153	701	-452	
Projected Employment - 2016	1,278	736	-542	
Projected Job Growth - 2006-2016	10.8 %	5.0 %	-5.9 %	

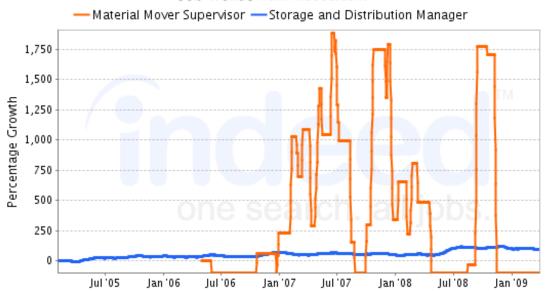


National Job Posting Trends

Trend for First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand

Trend for Storage and Distribution Managers





Data from Indeed

Recommended Programs

Public Administration

Public Administration. A program that prepares individuals to serve as managers in the executive arm of local, state, and federal government; and that focuses on the systematic study of executive organization and management. Includes instruction in the roles, development, and principles of public administration; the management of public policy; executive-legislative relations; public budgetary processes and financial management; administrative law, public personnel management; professional ethics; and research methods.

Address	City	URL
46 University Dr	Augusta	www.uma.maine.edu/
46 University Dr	Augusta	www.uma.maine.edu/
23 University Drive	Fort Kent	www.umfk.maine.edu
	Orono	www.umaine.edu/
	46 University Dr 46 University Dr	46 University Dr Augusta 46 University Dr Augusta 23 University Drive Fort Kent Orono Orono Orono

Public Administration and Services, Other



Public Administration and Social Service Professions, Other. Any instructional program in public administration and services not listed above.

Institution	Address	City	URL
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu

Aeronautics/Aviation/Aerospace Science and Technology, General

Aeronautics/Aviation/Aerospace Science and Technology, General. A program that focuses on the general study of aviation and the aviation industry, including in-flight and ground support operations. Includes instruction in the technical, business, and general aspects of air transportation systems.

No schools available for the program

Aviation Management

Aviation/Airway Management and Operations. A program that prepares individuals to apply technical knowledge and skills to the management of aviation industry operations and services. Includes instruction in airport operations, ground traffic direction, ground support and flightline operations, passenger and cargo operations, flight safety and security operations, aviation industry regulation, and related business aspects of managing aviation enterprises.

No schools available for the program

Business/Commerce, General

Business/Commerce, General. A program that focuses on the general study of business, including the processes of interchanging goods and services (buying, selling and producing), business organization, and accounting as used in profit-making and nonprofit public and private institutions and agencies. The programs may prepare individuals to apply business principles and techniques in various occupational settings.

Institution	Address	City	URL
Beal College	99 Farm Road	Bangor	bealcollege.edu
University of Maine at Farmington	224 Main St	Farmington	www.umf.maine.edu
University of Maine at Fort Kent	23 University Drive	Fort Kent	www.umfk.maine.edu
University of Maine at Presque Isle	181 Main St	Presque Isle	www.umpi.maine.edu
University of Maine at Presque Isle	181 Main St	Presque Isle	www.umpi.maine.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu

Business Administration and Management, General

Business Administration and Management, General. A program that generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making.

Institution	Address	City	URL
Central Maine Community College	1250 Turner St	Auburn	www.cmcc.edu
Central Maine Community College	1250 Turner St	Auburn	www.cmcc.edu
University of Maine at Augusta	46 University Dr	Augusta	www.uma.maine.edu/
University of Maine at Augusta	46 University Dr	Augusta	www.uma.maine.edu/
Eastern Maine Community College	354 Hogan Rd	Bangor	www.emcc.edu
Husson College	One College Circle	Bangor	www.husson.edu
Husson College	One College Circle	Bangor	www.husson.edu
Husson College	One College Circle	Bangor	www.husson.edu
Beal College	99 Farm Road	Bangor	<u>bealcollege.edu</u>

University of New England	11 Hills Beach Rd	Biddeford	<u>WWW.UNE.EDU</u>
Wasington County Community College	One College Drive	Calais	www.wccc.me.edu
University of Maine at Machias	9 O'Brien Ave	Machias	www.umm.maine.edu
University of Maine		Orono	www.umaine.edu/
University of Maine		Orono	www.umaine.edu/
University of Maine		Orono	www.umaine.edu/
Andover College	901 Washington Ave	Portland	WWW.ANDOVERCOLLEGE.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu
Southern Maine Community College	2 Fort Road	South Portland	www.smccME.edu
Southern Maine Community College	2 Fort Road	South Portland	www.smccME.edu
Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu
Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu
Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu
York County Community College	112 College Drive	Wells	www.yccc.edu

Logistics and Materials Management

Logistics and Materials Management. A program that prepares individuals to manage and coordinate all logistical functions in an enterprise, ranging from acquisitions to receiving and handling, through internal allocation of resources to operations units, to the handling and delivery of output. Includes instruction in acquisitions and purchasing, inventory control, storage and handling, just-in-time manufacturing, logistics planning, shipping and delivery management, transportation, quality control, resource estimation and allocation, and budgeting.

No schools available for the program

Maine Statewide Promotion Opportunities for First-Line Supervisors/Managers of Helpers,										
O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings		
53-1021.00	First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand	100	3	1,160	\$34,540.00	\$0.00	11%	37		

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11-3071.02	Storage and Distribution Managers	90	3	710	\$62,270.00	\$27,730.00	5%	25
11-9131.00	Postmasters and Mail Superintendents	90	3	420	\$55, 200.00	\$20,660.00	-5%	10
43-5011.00	Cargo and Freight Agents	90	2	170	\$40, 360.00	\$5,820.00	5%	5
43-5061.00	Production, Planning, and Expediting Clerks	87	2	1,320	\$38, 490.00	\$3,950.00	-1%	35
11-3011.00	Administrative Services Managers	87	4	1,090	\$56,630.00	\$22,090.00	5%	34
13-1071.01	Employment Interviewers	87	3	610	\$41,200.00	\$6,660.00	10%	19
13-2071.00	Loan Counselors	87	4	60	\$35,110.00	\$570.00	-3%	1
11-3071.01	Transportation Managers	87	3	710	\$62,270.00	\$27,730.00	5%	25
43-5051.00	Postal Service Clerks	87	2	580	\$44,780.00	\$10,240.00	-3%	13
13-1072.00	Compensation, Benefits, and Job Analysis Specialists	86	4	770	\$43, 900.00	\$9,360.00	8%	23
41-1012.00	First-Line Supervisors/Managers of Non-Retail Sales Workers	86	4	930	\$55, 220.00	\$20, 680.00	-1%	19
41-3031.02	Sales Agents, Financial Services	86	4	0	\$65, 230.00	\$30,690.00	5%	33
11-3042.00	Training and Development Managers	86	4	140	\$66,670.00	\$32,130.00	7%	4
11-9051.00	Food Service Managers	86	3	1,150	\$43,490.00	\$8, 950.00	2%	45

Top Industries fo	or Storag	ge and Distr	ibution Man	agers	
Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	8.18%	7,687	7,267	-5.47%
General freight trucking	484100	7.31%	6,875	7,777	13.11%
Warehousing and storage	493100	5. 90%	5, 551	7,414	33.57%
Management of companies and enterprises	551100	5.66%	5,322	6,135	15.28%
Local government, excluding education and hospitals	939300	4.83%	4,542	5,102	12.34%
Couriers	492100	4.11%	3,862	4,150	7.46%
Grocery and related product wholesalers	424400	3.41%	3,203	3,503	9.35%
Freight transportation arrangement	488500	3. 38%	3,180	4,031	26.76%

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Specialized freight trucking	484200	2.57%	2,418	2,724	12.64%
Self-employed workers, primary job	000601	2.55%	2,400	2,557	6.54%
Rail transportation	482100	1.86%	1,751	1,507	-13.94%
Scheduled air transportation	481100	1.65%	1,553	1,715	10.41%
State government, excluding education and hospitals	929200	1.52%	1,429	1,402	-1.87%
Professional and commercial equipment and supplies merchant wholesalers	423400	1.13%	1,063	1,239	16.57%
Wholesale electronic markets and agents and brokers	425100	1.12%	1,055	1,197	13.48%

Top Industries for First-Line Super	visors/Mar	nagers of H	lelpers, Labo	orers, and Materia	l Movers
Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Warehousing and storage	493100	9.37%	17,045	22,766	33.57%
Couriers	492100	6.22%	11,319	12,163	7.46%
Other automotive repair and maintenance	811190	5.49%	9,982	15,899	59.27%
General freight trucking	484100	3.87%	7,038	7,960	13.11%
Grocery and related product wholesalers	424400	3.60%	6,553	7,166	9.35%
Grocery stores	445100	2.17%	3,951	4,310	9.11%
Building material and supplies dealers	444100	2.08%	3,784	4,836	27.79%
Mscellaneous durable goods merchant wholesalers	423900	1.90%	3,466	3,979	14.80%
Mscellaneous nondurable goods merchant wholesalers	424900	1.59%	2,894	3,146	8.72%
Local government, excluding education and hospitals	939300	1.53%	2,782	3,125	12.34%
Lumber and other construction materials merchant wholesalers	423300	1.52%	2,771	3,183	14.86%
Specialized freight trucking	484200	1.51%	2,742	3,088	12.64%
Wholesale electronic markets and agents and brokers	425100	1.44%	2,628	2,983	13.48%
Plastics product manufacturing	326100	1.41%	2,567	2,721	6.00%
Employment services	561300	1.27%	2,316	2, 931	26.56%